

**Office of the Chief Information Officer  
Enterprise Policy**

**Policy Number:** CIO-087

**Effective Date:** 01/07/2009

**Revision Date:** 07/28/2009

**Subject:** Internet Usage Review Request

**Policy Statement:** The Commonwealth Office of Technology (COT), Office of the Chief Information Security Officer (CISO), is responsible for establishing procedures for agencies to follow when requesting a review of an employee's internet usage.

**Applicability:** This policy is to be adhered to by all agencies within the Executive Branch of state government.

**Responsibility for Compliance:** Each agency is responsible for assuring that employees within their organizational authority are aware of the provisions of this policy. It is also each Executive Cabinet's responsibility to enforce this policy.

**Policy Maintenance:** The Commonwealth Office of Technology, Office of the CISO, has the responsibility for the maintenance of this policy. Agencies may choose to add to this policy as appropriate, in order to enforce more restrictive standards. Therefore, employees are to refer to their agency's internal policy, which may have additional information or clarification of this enterprise policy.

**Policy:** The Commonwealth Office of Technology, Security Administration Branch within the Office of the CISO, is responsible for providing documentation of an employee's internet usage to an agency, upon receipt of a properly authorized request. The purpose of this policy is to provide procedures for cabinets/agencies to follow when requesting internet usage documentation.

Internet usage history, created or maintained by public agencies, meets the statutory definition of a public record in Kentucky. Internet usage history is also available to appropriate agency management for review of their employees' electronic communications and activities. The process of reviewing an employee's internet usage history will be handled by COT with appropriate sensitivity and will be in accordance to all applicable privacy limitations in current open records statutes.

An agency may request a review of an employee(s)' internet usage by submitting an Internet Usage Review Request Form ([COT-F087](#)) to the Commonwealth Office of Technology, COT Security Administration Branch ([COTSecurityEmail\\_InternetUsageReviews@ky.gov](mailto:COTSecurityEmail_InternetUsageReviews@ky.gov)).

The request should be initiated by the subject employee's direct manager or above and must be signed by executive management within the employee's management chain. The request should then be sent to the requesting cabinet's Legal Office for review and approval. After obtaining the agency Legal Office signed approval, the Internet Usage Review Request Form should be forwarded to the Commonwealth Office of Technology, Security Administration Branch ([COTSecurityEmail\\_InternetUsageReviews@ky.gov](mailto:COTSecurityEmail_InternetUsageReviews@ky.gov)). The Security Administration Branch will log the request and send it to the COT Chief Information Security Officer, or in his absence, a COT Executive Director or above for final approval.

Upon final approval, COT will provide the individual identified as the Agency Legal Counsel or Contact with documentation on the employee's internet usage. Once the documentation has been provided to the agency, it is the agency's responsibility to maintain the documentation as an official copy. Due to the large volume of internet usage that COT manages on a daily basis, COT is not responsible for storing, retaining, or regenerating this documentation.

Agencies should be aware that COT only retains 60 days of Internet Usage.

**Resources:**

- COT-F087, Internet Usage Review Request Form:  
<http://gotsource.ky.gov/docushare/dsweb/Get/Document-300909/>